



PERMIT COUNTER ASSISTANT

Occupational Code: 2172

Salary Range: 22A

Status: Classified

FLSA: -Exempt

Established: 10/98

Revised:

NATURE OF WORK:

This is a varied, specialized, limited administrative position responsible for assisting the Section Supervisor in issuing building permits and the collecting of permits fees authorized by City codes and ordinances, monitoring closely the digitizing and record keeping in the Microfilm Section, and assisting with the organization and coordination of the orderly processing of construction/building plans to be reviewed by the respective trade discipline. Work involves assisting in the supervision of a clerical support staff and the ensuring of record keeping accuracy. Supervision is received from the Permits Counter Supervisor. However, an employee in this class may be called on to represent the Section Supervisor at various meetings.

This class is distinguished from subordinate classes by the amount of administrative authority delegated and the independence of action expected from an employee in this class.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Assists with the coordination and supervision of the activities of the Permit Counter, Microfilm Section and the Plans Review Counter.

Processes and ensures the processing of microfilm and the accuracy of records.

Reviews permits for accuracy of fees, completeness of information, compliance with regulations, and records the cost of construction.

Assists with the preparation and administration of the annual budget for the Section.

Reviews and makes corrections to the computerized Permits and Violation system, including maintenance of job code requirements.

Assists with the preparation of statistical reports related to permits, revenues and the census for the U. S. Government and other outside agencies.

Assists with the training of staff related to issuing permits, collecting permit fees, organizing and coordinating the orderly processing of construction/building plans to be reviewed by the respective trade discipline.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of the principles and practices of office management.
Some knowledge of the construction trades and codes covering the use of new and existing structures.

Ability to utilize various computer programs as a means to perform duties of the job.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to supervise clerical and other subordinates and maintain desired work standards.

Ability to relieve a superior of a wide variety of administrative detail work.

Ability to establish, develop and maintain detailed records covering activities of the Microfilm Section and the Plans Processing Section.

REQUIREMENTS:

A minimum of sixty (60) college semester credits with major course work in Public or Business Administration, or related field and considerable (2 - 4) years experience in a variety of administrative or clerical assignments related to public or municipal services and public contact experience. *Preferably a minimum of six (6) months of supervisory experience.*

OR

Equivalent combination of training and experience.

TOOLS AND EQUIPMENT:

Telephone; photocopier; calculator; personal computers with keyboard, including the use of word processing software; plans puncher; and hand cart.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

This is work in an office setting. Constant moving, standing, and walking occurs. Hand-eye coordination is necessary to operate a telephone, computer, and other office equipment, as needed.

While performing the duties of this job, the employee is frequently required to sit, talk, or hear, use hand to finger, handle, feel or operate objects or equipment. On occasions, there is a need to reach.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The noise level in the work environment is usually moderately loud to loud. Setting lends itself to heavy public contact. Work is sometimes stressful when handling irate customers.